



**Farmington Community Library
Board of Trustees Meeting
Thursday, September 14, 2023
6:00 p.m.**

Contact Trustees

<http://www.farmlib.org/contact-the-library-board/>

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
September 14, 2023

- **Call to Order**
- **Approval of Agenda**
- **Minutes**
 - Approval of Minutes - Regular Board Meeting -August 2023
- **MCD Presentation**
- **Treasurers Report**
 - Operating Bills
 - Approval of August 2023 Bills
- **Friends of the Library**
- **Director's Report**
 - Facilities Update
 - Introduction of new Assistant Director Jill Baker
 - Staff presentation (Kristel Sexton)
- **Unfinished Business**
- **Sub-Committee Updates**
- **New Business**
 - Introduction of new Trustee Dilhara Muthukuda
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – August 10, 2023**

Board Members Present: Doby, Hahn, Murphy, McClellan, Brown

Board Members Absent: White

Staff Members Present: Siegrist, Peterson, Vaughn, Wrench, Showich-Gallup, Zitter

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:05 p.m. by Board President McClellan.

APPROVAL OF AGENDA

MOTION by Doby to approve the Agenda for the August 10, 2023 Board meeting was supported by Hahn.

Vote: Aye: All in favor (5-0)

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by Brown to approve the Minutes of the Regular Board Meeting held on July, 2023, with correction of date from May to June, was supported by Doby.

Vote: Aye: All in favor (4-0)

Opposed: None

Abstain: Hahn

Motion passed.

Treasurers Report

OPERATING BILLS

MOTION by Brown that the Board of Trustees approve July expenditures totaling \$628,575.30 was supported by Murphy.

Vote: Aye: All in favor (5-0)

Opposed: None

Motion passed.

FRIENDS' REPORT No report

LIBRARY DIRECTOR'S REPORT (Kelley Siegrist)

- New library website will be ready August 24th.
- The next food truck Tuesday will be Aug 29th
- Teen creative writing Awards will be September 9th.
- We had 3,664 participants in the summer reading program.
- There have been 149 hours of bereavement time used by staff.
- Sarah discussed the new web service provider that starts on the 24th and that board meetings will be available on Youtube.

- Profile of staff member – Sherri Vaughn discussed the library's non-profit fundraising series, the business plan builder program, and the lunch and learn program.

- **Facilities Report** (Donald Wrench)
 - The conveyor prints were approved
 - Liberty St. garden pump repairs/replacement is ongoing.
 - Working on installing lockers at the 12 mile library for hold pickups.

COMMITTEE REPORTS

Strategic Planning

None

Personnel Committee (Ernie McClellan)

- Sharon Snodgrass was selected by the Personnel Committee to join the board and we await the approval from FH City council. A meeting will be set up with the Working Conditions Committee in the near future.

UNFINISHED BUSINESS

- None

NEW BUSINESS

- **Holiday Schedule**

MOTION by Brown to approve the 2024 Holiday Schedule was supported by Doby.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Doby to recommend Sharon Snodgrass to Mayor Barnett for Board Trustee was seconded by Brown.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

Doby thanked the Personnel committee for their efforts

McClellan attended the joint Farmington Hills and Farmington City Council meeting. Mayor Barnett asked the Board to be there.

CORRESPONDENCE

None

PUBLIC COMMENT

None

ADJOURNMENT

MOTION by McClellan to adjourn the Board Meeting was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned by President McClellan at 7:55 pm. The next meeting of the Library Board is scheduled for Thursday, September 14 at 6:00 pm.

Respectfully Submitted,

Renee Murphy, Trustee filling in for
Jim White, Secretary
Library Board of Trustees



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Farmington Community Library
 Check register

September 11, 2023

To: Kelley Siegrist, Library Director
 Farmington Community Library (FCL) Board of Directors

Re: August 2023 Monthly Financial Statements

Enclosed are the following Monthly Financial Statements for your review:

1. Check Register
2. Balance Sheet – General Fund
3. Revenue & Expenditure Report – General Fund
4. Balance Sheet – Endowment Fund
5. Revenue & Expenditure Report – Endowment Fund
6. Balance Sheet – Capital Reserve Fund
7. Revenue & Expenditure Report – Capital Reserve Fund
8. Investment Report

Note: We are unable to obtain online banking access to the Liberty Endowment account located at Fidelity. This account will be updated upon receipt of the paper statement.

Fiscal Year Ending June 30, 2023 balances are still in draft form and subject to change in conjunction with the audit. Audit fieldwork began August 28, 2023.

Thank you.

Disclaimer: These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.



Created on 09/08/2023, 5:53 AM PST

Date	Vendor	Document no.	Amount Cleared
08/08/2023	10006--Bright House	125.06 08/31/2023	125.06 08/31/2023
08/12/2023	10019--Clear Rate Communications	427.84 08/31/2023	427.84 08/31/2023
08/14/2023	10330--Comerica Commercial Card Services	4,674.70 08/31/2023	4,674.70 08/31/2023
08/14/2023	10009--Comerica Consumers Energy	139.03 08/31/2023	139.03 08/31/2023
08/10/2023	10009--Consumers Energy	120.74 08/31/2023	120.74 08/31/2023
08/22/2023	10005--DTE Energy	15,026.51 08/31/2023	15,026.51 08/31/2023
08/22/2023	10005--DTE Energy	5,450.31 08/31/2023	5,450.31 08/31/2023
08/18/2023	10141--E-HM	83.25 08/31/2023	83.25 08/31/2023
08/30/2023	10126--Michigan Employers Retirement	(1,581.60) 08/31/2023	(1,581.60) 08/31/2023
08/30/2023	10126--Michigan Employers Retirement	(1,571.92) 08/31/2023	(1,571.92) 08/31/2023
08/16/2023	10126--Michigan Employers Retirement	(1,571.92) 08/31/2023	(1,571.92) 08/31/2023
08/02/2023	10126--Michigan Employers Retirement	(1,526.25) 08/31/2023	(1,526.25) 08/31/2023
08/02/2023	10126--Michigan Employers Retirement	1,526.25 08/31/2023	1,526.25 08/31/2023
08/30/2023	10144--Mutual Of Omaha	1,876.86 08/31/2023	1,876.86 08/31/2023
08/10/2023	10238--O.C.W.R.C.	149.79 08/31/2023	149.79 08/31/2023
08/10/2023	10238--O.C.W.R.C.	(149.46) 08/31/2023	(149.46) 08/31/2023
08/10/2023	10238--O.C.W.R.C.	378.64 08/31/2023	378.64 08/31/2023
08/14/2023	10238--O.C.W.R.C.	3,589.75 08/31/2023	3,589.75 08/31/2023
08/14/2023	10011--T-Mobile	405.98 08/31/2023	405.98 08/31/2023
08/18/2023	10011--T-Mobile	5,448.00 08/31/2023	5,448.00 08/31/2023
			38,707.62
08/30/2023	10140--ADP LLC	25,488.24 08/31/2023	25,488.24 08/31/2023
08/18/2023	10140--ADP LLC	356.40 08/31/2023	356.40 08/31/2023
08/18/2023	10140--ADP LLC	4,012.00 08/31/2023	4,012.00 08/31/2023
08/16/2023	10140--ADP LLC	50.25 08/31/2023	50.25 08/31/2023
08/16/2023	10140--ADP LLC	25,280.57 08/31/2023	25,280.57 08/31/2023
08/02/2023	10140--ADP LLC	2,72.08 08/31/2023	2,72.08 08/31/2023
08/30/2023	10126--Michigan Employers Retirement	24,886.19 08/31/2023	24,886.19 08/31/2023
08/30/2023	10126--Michigan Employers Retirement	1,581.60 08/31/2023	1,581.60 08/31/2023
08/30/2023	10126--Michigan Employers Retirement	17,960.63 08/31/2023	17,960.63 08/31/2023
08/30/2023	10126--Michigan Employers Retirement	9,428.86 08/31/2023	9,428.86 08/31/2023
08/30/2023	10126--Michigan Employers Retirement	4,252.56 08/31/2023	4,252.56 08/31/2023
08/30/2023	10126--Michigan Employers Retirement	6,012.28 08/31/2023	6,012.28 08/31/2023
08/16/2023	10126--Michigan Employers Retirement	1,571.92 08/31/2023	1,571.92 08/31/2023
08/16/2023	10126--Michigan Employers Retirement	5,165.26 08/31/2023	5,165.26 08/31/2023
08/16/2023	10126--Michigan Employers Retirement	1,438.29 08/31/2023	1,438.29 08/31/2023
08/16/2023	10126--Michigan Employers Retirement	4,257.76 08/31/2023	4,257.76 08/31/2023
08/02/2023	10126--Michigan Employers Retirement	5,958.06 08/31/2023	5,958.06 08/31/2023
08/02/2023	10126--Michigan Employers Retirement	1,438.29 08/31/2023	1,438.29 08/31/2023
08/02/2023	10126--Michigan Employers Retirement	1,521.97 08/31/2023	1,521.97 08/31/2023
08/02/2023	10126--Michigan Employers Retirement	(1,438.29) 08/31/2023	(1,438.29) 08/31/2023
08/02/2023	10126--Michigan Employers Retirement	5,134.27 08/31/2023	5,134.27 08/31/2023
08/02/2023	10126--Michigan Employers Retirement	4,255.78 08/31/2023	4,255.78 08/31/2023
08/02/2023	10126--Michigan Employers Retirement	4,163.55 08/31/2023	4,163.55 08/31/2023
	Total for Comerica 01-4751		151,446.76
08/30/2023	10500--Amazon Capital Services	51.23 In Transit	51.23 In Transit
08/29/2023	10500--Amazon Capital Services	40.63 In Transit	40.63 In Transit
08/23/2023	10502--Amazon Capital Services	327.44 In Transit	327.44 In Transit
08/22/2023	10000--Baker & Taylor Inc	159.67 In Transit	159.67 In Transit
08/29/2023	10000--Baker & Taylor Inc	3,353.21 In Transit	3,353.21 In Transit
08/29/2023	10000--Baker & Taylor Inc	6,489.41 In Transit	6,489.41 In Transit
08/23/2023	10141--Bemstar/UA-6803	20,693.94 In Transit	20,693.94 In Transit
08/02/2023	10141--Bemstar/UA-6803	4,846.14 In Transit	4,846.14 In Transit
08/29/2023	10143--Blue Care Network	4,307.68 In Transit	4,307.68 In Transit
08/02/2023	10143--Blue Care Network	30,711.93 In Transit	30,711.93 In Transit
08/11/2023	10186--Cengage Learning Inc / Gale	28,163.22 In Transit	28,163.22 In Transit
08/29/2023	10024--City of Farmington Hills	12,724.65 In Transit	12,724.65 In Transit
08/11/2023	10480--Decra-Scape, Inc.	130.20 In Transit	130.20 In Transit
		94,100 In Transit	94,100 In Transit

Farmington Community Library
Check register

Date	Vendor	Document no.	Amount Cleared
08/11/2023	10033--Denpro Inc		2,515.00 In Transit
08/02/2023	10033--Denpro Inc		199.49 In Transit
08/02/2023	10037--Dorothy Hilton		160.00 In Transit
08/02/2023	10038--Douglas More		206.50 In Transit
08/23/2023	10034--EnvisionWare, Inc		2,831.22 In Transit
08/11/2023	10034--FasSigns		43.80 In Transit
08/29/2023	10026--FJ Latiolane & Sons Landscaping		624.00 In Transit
08/23/2023	10026--FJ Latiolane & Sons Landscaping		236.00 In Transit
08/29/2023	10040--Foster, Swill, Collins & Smith		332.50 In Transit
08/30/2023	10047--Fred's Landscape		913.00 In Transit
08/29/2023	10020--Gordon Food Service Inc		2,900.00 In Transit
08/11/2023	10027--Gordon Food Service Inc		67.91 In Transit
08/11/2023	10027--Great Lakes Age Hardware		127.94 In Transit
08/29/2023	10255--Guardian Alarm Company		15.18 In Transit
08/29/2023	10555--Hermes Communications		614.40 In Transit
08/29/2023	10021--Home Depot Credit Services		500.00 In Transit
08/11/2023	10004--Ingram Library Services		415.94 In Transit
08/30/2023	10004--Ingram Library Services		86.00 In Transit
08/29/2023	10004--Ingram Library Services		51.36 In Transit
08/23/2023	10004--Ingram Library Services		283.54 In Transit
08/23/2023	10064--International Muntle Press		1,003.22 In Transit
08/29/2023	10064--International Muntle Press		292.00 In Transit
08/23/2023	10064--International Muntle Press		81.53 In Transit
08/02/2023	10295--Jemfler Harpor		310.05 In Transit
08/23/2023	10221--Jemfler Willard		240.00 In Transit
08/11/2023	10221--Jemfler Willard		971.40 In Transit
08/11/2023	10155--Jillian Baker		47.74 In Transit
08/23/2023	10235--Jo Ann Stores, LLC		255.00 In Transit
08/29/2023	10049--Johnson Controls Fire Protection		11,550.00 In Transit
08/11/2023	10049--Johnson Controls Fire Protection		384.00 In Transit
08/29/2023	10260--Krislax Sexton		1,713.08 In Transit
08/11/2023	10075--Lush LawnSalari Tree		225.00 In Transit
08/29/2023	10284--MBM Technology Solutions		79.00 In Transit
08/11/2023	10070--McCoy Mechanical Inc		10,465.00 In Transit
08/29/2023	10054--Michigan Mechanical Solutions		15,080.00 In Transit
08/29/2023	10011--Midwest Tape		2,210.20 In Transit
08/29/2023	10011--Midwest Tape		527.55 In Transit
08/23/2023	10011--Midwest Tape		3,666.02 In Transit
08/11/2023	10079--Midwest Tape Hoopla		584.06 In Transit
08/29/2023	10498--Munweb		324.00 In Transit
08/02/2023	10041--Naeir		81.62 In Transit
08/29/2023	10128--National Time & Signal Corp		3,900.00 In Transit
08/29/2023	10012--NBS		580.00 In Transit
08/29/2023	10187--Network Services Company		84.20 In Transit
08/23/2023	10187--Network Services Company		2,967.00 In Transit
08/29/2023	10490--Noelle Douglas		3,759.43 In Transit
08/29/2023	10092--OverDrive, Inc		19,928.27 In Transit
08/29/2023	10092--OverDrive, Inc		1,473.92 In Transit
08/29/2023	10393--PernamCard		16,657.54 In Transit
08/29/2023	10201--Planie Moran		1,924.55 In Transit
08/11/2023	10220--PTS Communications		165.00 In Transit
08/29/2023	10220--PTS Communications		150.00 In Transit
08/11/2023	10031--Quill LLC		203.48 In Transit
08/02/2023	10031--Quill LLC		278.17 In Transit
08/02/2023	10409--Rebecca Brown		29.46 In Transit
08/23/2023	10042--Rowan & Littlefield Publishing Group		48.25 In Transit
08/11/2023	10046--Sandy Herman		2,057.37 In Transit
08/30/2023	10054--Schindler Elevator Corp		6,311.21 In Transit
08/30/2023	10054--Schindler Elevator Corp		701.88 In Transit
08/11/2023	10132--Scholastic Inc		1,645.90 In Transit
08/29/2023	10289--Talkingtech US LTD LLC		2,763.00 In Transit
08/11/2023	10022--Teen Logic		2,329.18 In Transit
08/29/2023	10382--Teen Mechanical		280.00 In Transit
08/11/2023	10035--The Library Network		3,067.06 In Transit
08/29/2023	10553--Thomas Kline/Crimson Multimedia		286.24 In Transit
08/11/2023	10553--Thomas Kline/Crimson Multimedia		988.13 In Transit
08/29/2023	10029--Unique		177.30 In Transit

Farmington Community Library
Check register

Date	Vendor	Document no.	Amount Cleared
08/02/2023	10137--Value Line Publishing Inc		5,000.00 In Transit
08/30/2023	10228--Waug's Electric Service, Inc.		1,212.50 In Transit
08/29/2023	10023--Will Mechanical, Inc		2,572.25 In Transit
	Total for Bill.com Clearing		267,843.37
08/10/2023	10238--O-C-W-R-C		(149.46) In Transit
08/10/2023	10238--O-C-W-R-C		(378.64) In Transit
08/10/2023	10238--O-C-W-R-C		(3,569.75) In Transit
08/10/2023	10238--O-C-W-R-C		149.46 In Transit
08/10/2023	10238--O-C-W-R-C		378.64 In Transit
08/10/2023	10238--O-C-W-R-C		3,569.75 In Transit
08/18/2023	10087--WM Corporate Services, Inc.		(3,446.00) In Transit
08/18/2023	10087--WM Corporate Services, Inc.		5,446.00 In Transit
	Total for Comerica - 4/44		0.00

Motion Required:
I move that the Board approve the expenditures as presented
GRAND TOTAL: \$457,997.75

General Fund
 Farmington Community Library
 Comparative Balance Sheet
 As of August 31, 2023

	PERIOD ENDED 08/31/2023	PERIOD ENDED 08/31/2022	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents	488,077.20	965,005.32	477,928.12	97.92 %
001000 - General Checking - Comerica	1,866.00	2,260.00	0.00	0.00 %
004000 - Petty Cash	19,889.35	2,276.89	17,612.46	88.60 %
007000 - Payroll Checking - Comerica	6,329,432.35	5,359,898.04	(971,534.31)	(15.34 %)
011000 - Money Market - Comerica	7,870,026.73	7,665,640.27	204,386.46	2.72 %
Total Cash & Cash Equivalents	15,667,281.63	16,255,070.72	(587,789.09)	(3.62 %)
Other Assets				
004000 - Accounts Receivable - Metro Mail	182,348.50	1,132.94	(181,196.56)	(99.36) %
042000 - Accounts Receivable - Friends	4,166.74	11,590.00	(7,423.26)	(177.19) %
043000 - Accounts Receivable - Friends	60,091.16	60,091.16	0.00	0.00 %
044000 - Accounts Receivable - Interlibrary Loan	0.00	25.98	(25.98)	(100.00) %
123000 - Prepaid Expense	147,746.65	(147,740.65)	12,000.00	8.15 %
Total Other Assets	394,242.05	72,820.08	(321,421.97)	(81.53) %
Total Assets	16,061,523.68	16,327,890.80	(266,367.12)	(1.63) %
Liabilities and Equity				
Liabilities				
Current Liabilities				
202000 - Accounts Payable	299,443.14	99,996.32	(199,446.82)	(66.60) %
202100 - Mutual Accounts Payable	33,198.35	0.00	33,198.35	100.00) %
204000 - Friends - Credit Card pass thru	0.00	2,908.00	(2,908.00)	(100.00) %
208000 - Friends of the Library - Book Sale	27,413.03	2,969.00	(24,444.03)	(89.18) %
230000 - Due to Other Governments	91,845.03	27,311.00	(64,534.03)	(70.28) %
251000 - Accrued Payroll	652.78	0.00	652.78	100.00) %
253000 - Section 529 - Medical Reimbursement	702.78	702.78	0.00	0.00 %
Total Current Liabilities	482,315.05	131,204.90	(351,110.15)	(72.80) %
Long Term Liabilities				
331000 - Unemployment Liability	398,452.50	398,452.50	0.00	0.00 %
339000 - Unearned Revenues	60,091.16	60,091.16	0.00	0.00 %
Total Long Term Liabilities	458,543.66	458,543.66	0.00	0.00 %
Total Liabilities	940,858.71	589,748.56	(351,110.15)	(37.26) %
Equity				
390000 - Fund Balance	5,902,493.73	7,093,338.07	(1,190,844.34)	(20.17) %
Total Equity	5,902,493.73	7,093,338.07	(1,190,844.34)	(20.17) %
Net Income BS	1,190,844.34	86,354.92	(1,104,489.42)	(92.74) %
Total Liabilities and Equity	8,004,394.78	7,769,441.45	(234,953.33)	(2.93) %

General Fund
 Farmington Community Library
 Revenue and Expenditure Report
 As of August 31, 2023

	Year Ending 08/31/2023	Year Ending 08/31/2022	Year Ending 08/31/2021	Year To Date 08/31/2023	% BUDGET
	END BALANCE	ORIGINAL BUDGET	ADJUSTED BUDGET	YTD BALANCE	
Revenue					
404000 - Sumner Tax Revenue - Hills	3,634,847.49	3,933,572.00	3,933,572.00	1,150,049.99	29.24 %
405000 - Sumner Tax Revenue - City	989,042.68	2,892,484.00	2,892,484.00	164,161.79	40.31 %
406000 - Winter Tax Revenue - Hills	2,106,596.64	2,303,116.00	2,303,116.00	0.00	0.00 %
407000 - Winter Tax Revenue - City	95,802.98	238,168.00	238,168.00	0.00	0.00 %
411000 - Delinquent Taxes	95,802.98	16,250.00	16,250.00	1,142.12	7.03 %
451000 - Local Community Stabilization Share	321,800.47	321,900.00	321,900.00	0.00	0.00 %
540000 - State Aid - Farmington Library	96,928.02	94,000.00	94,000.00	0.00	0.00 %
541000 - State Aid - Farmington Library	2,888.00	2,890.00	2,890.00	0.00	0.00 %
542000 - Grant Revenue	128,211.78	143,000.00	143,000.00	0.00	0.00 %
543000 - State Penal Fund Revenue	13,265.65	10,000.00	10,000.00	3,265.65	32.66 %
603000 - Auditorium Fees	10,000.00	10,000.00	10,000.00	0.00	0.00 %
603000 - Metro NH Agency Fee	21,844.32	21,844.32	21,844.32	4,498.00	20.59 %
643000 - Book Vending Machine Revenue	4,471.00	4,500.00	4,500.00	148.00	3.29 %
643000 - Book Vending Machine Revenue	4,471.00	4,500.00	4,500.00	148.00	3.29 %
648000 - Memorial & Gifts Revenue	6,395.00	11,700.00	11,700.00	0.00	0.00 %
658000 - Fines, Fees & Lost Book	5,573.96	6,400.00	6,400.00	1,726.67	26.98 %
659000 - Interest	134,530.18	132,100.00	132,100.00	28,873.71	21.85 %
674000 - Gifts From Friends of Library	105,111.59	122,470.00	122,470.00	0.00	0.00 %
675000 - Contributions	0.00	215,000.00	215,000.00	0.00	0.00 %
684000 - Other Misc Revenue	4,238.83	28,280.00	28,280.00	3,269.39	11.56 %
Total Revenue	7,270,018.26	8,070,580.00	8,070,580.00	1,348,507.84	16.83 %
Expenses					
Payroll					
702000 - Salaries & Wage Expense	2,430,226.88	3,250,600.00	3,250,600.00	416,786.00	12.82 %
703000 - Utilities Expense	178,071.03	246,400.00	246,400.00	30,644.29	12.43 %
706000 - Other FICA Expense	98,513.63	138,000.00	138,000.00	12,101.58	8.77 %
718000 - Other Expense	1,071,410.00	1,071,410.00	1,071,410.00	0.00	0.00 %
718000 - Retiree Health Ins	1,071,410.00	1,071,410.00	1,071,410.00	0.00	0.00 %
718000 - Retiree Health Ins	24,153.74	30,000.00	30,000.00	5,424.82	18.25 %
718000 - Health Plan Insurance	292,972.88	376,900.00	376,900.00	79,135.37	21.00 %
720000 - Health Plan Insurance	16,109.09	24,200.00	24,200.00	4,701.90	19.45 %
721000 - Retirement Fund - Employees	364,146.09	299,620.00	299,620.00	55,031.47	18.37 %
Total Payroll	3,514,851.81	4,236,520.00	4,236,520.00	630,786.61	14.71 %
Operating Expenses					
750000 - Office Supplies	12,252.14	15,000.00	15,000.00	615.49	5.44 %
752000 - Operating Supplies	16,360.06	24,450.00	24,450.00	2,090.63	8.51 %
754000 - Vending Equipment & Supplies	10,359.58	36,900.00	36,900.00	0.00	0.00 %
791000 - Newspapers & Periodicals	25,908.13	38,000.00	38,000.00	20,770.41	54.66 %

General Fund
 Farmington Community Library
 Revenue and Expenditure Report
 As of August 31, 2023

	Year Ending 06/30/2023		Year Ending 06/30/2024		Year To Date 08/31/2023		% BUDGET
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE			
801000 - Professional Services	291,702.19	275,000.00	275,000.00	49,798.22	18.11 %		
810000 - Bank Fee	0.00	0.00	0.00	1,112.29	0.00 %		
810000 - Insurance & Bonds	64,533.00	76,620.00	76,620.00	79,456.00	87.18 %		
818000 - E-Library Cataloging (OCLC)	22,175.00	22,175.00	22,175.00	22,489.25	100.95 %		
820000 - Gift Fund Purchases	3,709.48	4,000.00	4,000.00	4,000.00	99.99 %		
821000 - Friends Gift Purchases	144,422.71	130,000.00	130,000.00	40,393.27	31.07 %		
822000 - Legacy Gift Fund Purchases	22,930.04	24,500.00	24,500.00	0.00	0.00 %		
823000 - Library Conferences	6,873.29	10,100.00	10,100.00	3,136.45	12.89 %		
831500 - Membership	22,877.79	21,000.00	21,000.00	44.78 %	44.78 %		
851000 - Telephone	4,794.01	7,250.00	7,250.00	1,000.00	7.48 %		
860000 - Transportation	1,698.62	5,000.00	5,000.00	177.45	3.55 %		
881000 - Publicity	0.00	58,000.00	58,000.00	174.67	0.32 %		
880000 - Programming	40,540.36	20,000.00	20,000.00	127.03	0.64 %		
900000 - Processing	8,632.10	37,000.00	37,000.00	199.49	0.54 %		
920000 - Electricity	204,585.97	188,000.00	188,000.00	20,477.81	10.89 %		
921000 - Heat	41,329.48	44,000.00	44,000.00	289.77	0.66 %		
922000 - Water	35,279.38	37,250.00	37,250.00	0.33	0.00 %		
930000 - Maintenance/Repairs	51,919.38	32,000.00	32,000.00	3,444.00	10.78 %		
931000 - Repairs & Maintenance Supplies	22,969.18	26,000.00	26,000.00	4,116.72	10.58 %		
931000 - Maintenance Contracts	28,950.20	250,000.00	250,000.00	73,290.80	29.30 %		
935000 - Landscaping/ Snow Removal	42,165.78	45,000.00	45,000.00	5,181.50	11.51 %		
950000 - Office	6,240.20	7,000.00	7,000.00	238.66	3.41 %		
970000 - Capital Outlay	105,074.38	215,000.00	215,000.00	0.00	0.00 %		
975000 - Building & Improvements	380,115.58	350,000.00	350,000.00	25,338.00	7.24 %		
980000 - Furniture/Furnishings	22,803.22	60,000.00	60,000.00	0.00	0.00 %		
981000 - Vehicle	1,813.77	1,850.00	1,850.00	752.59	40.68 %		
982000 - Books	290,680.27	278,000.00	278,000.00	79,444.89	28.58 %		
983000 - eBooks	84,551.13	100,000.00	100,000.00	29,726.32	29.74 %		
984000 - Software	39,121.70	52,455.00	52,455.00	4,094.50	7.79 %		
984500 - Technology Upgrades	22,953.33	155,000.00	155,000.00	2,716.00	1.75 %		
985000 - Equipment	125,418.52	125,000.00	125,000.00	3,733.98	2.99 %		
986000 - Computers	25,003.00	35,000.00	35,000.00	169.35	0.48 %		
987000 - Integrated Library Systems	58,448.13	194,000.00	194,000.00	102,468.35	52.81 %		
988000 - Audio Visual	35,686.08	231,600.00	231,600.00	40,889.32	17.65 %		
989000 - Information Resources	243,900.00	243,900.00	243,900.00	40,889.32	16.97 %		
991000 - Video / DVD / Movie Collection	46,571.24	68,450.00	68,450.00	7,394.24	10.32 %		

General Fund

	Year Ending 06/30/2023	Year Ending 06/30/2024	Year To Date 08/31/2023	% BUDGET
989200 - T/LN (Formerly Memo Net)	13,800.59	36,500.00	873.75	2.39 %
991000 - Principal Expense	12,077.00	12,000.00	0.00	0.00 %
993000 - Interest Expense	2,716.41	2,000.00	0.00	0.00 %
Total Operating Expenses	2,732,982.92	7,884,570.00	1,262,753.02	16.07 %
Total Transfers	240,075.00	0.00	0.00	0.00 %
996000 - Transfer Out	215,515.00	126,070.00	0.00	0.00 %
Total Revenue in Excess of Expenses	1,255,625.34	(726,070.00)	(726,070.00)	0.00 %

General Fund
 Farmington Community Library
 Revenue and Expenditure Report
 As of August 31, 2023

	Year Ending 06/30/2023		Year Ending 06/30/2024		Year To Date 08/31/2023		% BUDGET
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE			
989200 - T/LN (Formerly Memo Net)	13,800.59	36,500.00	36,500.00	873.75	2.39 %		
991000 - Principal Expense	12,077.00	12,000.00	12,000.00	0.00	0.00 %		
993000 - Interest Expense	2,716.41	2,000.00	2,000.00	0.00	0.00 %		
Total Operating Expenses	2,732,982.92	7,884,570.00	7,884,570.00	1,262,753.02	16.07 %		
Total Transfers	240,075.00	0.00	0.00	0.00	0.00 %		
996000 - Transfer Out	215,515.00	126,070.00	126,070.00	0.00	0.00 %		
Total Revenue in Excess of Expenses	1,255,625.34	(726,070.00)	(726,070.00)	(726,070.00)	0.00 %		

Endowment Fund
 Farmington Community Library
 Comparative Balance Sheet
 As of August 31, 2023

	PERIOD ENDED 08/31/2022	PERIOD ENDED 08/31/2023	CHANGE	% CHANGE
Assets				
Cash & Cash Equivalents	557,892.28	559,711.11	1,818.83	0.32%
017000 - Library Endowment Fund	557,892.28	559,711.11	1,818.83	0.32%
Total Cash & Cash Equivalents	557,892.28	559,711.11	1,818.83	0.32%
Total Assets	557,892.28	559,711.11	1,818.83	0.32%
Liabilities and Equity				
Equity	100,000.00	100,000.00	0.00	0.00%
375000 - Fund Balance - Reallocated - Farmington Branch	100,000.00	100,000.00	0.00	0.00%
380000 - Fund Balance - Committed - Future endowments	457,892.28	459,711.11	211,258.85	85.66%
Total Equity	457,892.28	459,711.11	211,258.85	80.96%
Net Income BS	211,258.85	211,258.85	(209,450.05)	(99.13)%
Total Liabilities and Equity	557,892.28	559,711.11	1,818.83	0.32%

Endowment Fund
 Farmington Community Library
 Revenue and Expenditure Report
 As of August 31, 2023

	Year Ending 8/31/2022	Year To Date 8/31/2023
Revenue		
646000 - Memorial & Gifts Revenue	199,833.33	0.00
650000 - Investment Gain/Loss	54,402.58	1,818.83
Total Revenue	211,258.85	1,818.83
Total Revenue in Excess of Expenses	211,258.85	1,818.83

Capital Reserve Fund
 Farmington Community Library
 Comparative Balance Sheet
 As of August 31, 2023

	PERIOD ENDED		CHANGE	% CHANGE
	08/31/2022	08/31/2023		
Assets				
Cash & Cash Equivalents	2,791,848.52	2,764,911.55	(26,936.97)	-0.97%
011000 - Midge Money Market America	2,751,848.52	2,764,911.55	13,063.03	0.48%
Total Assets	2,791,848.52	2,764,911.55	(26,936.97)	-0.97%
Liabilities and Equity				
Equity	2,920,151.25	2,751,848.52	(168,302.73)	-5.76%
390000 - Fund Balance	2,920,151.25	2,751,848.52	(168,302.73)	-5.76%
Total Equity	2,920,151.25	2,751,848.52	(168,302.73)	-5.76%
Net Income 55	(128,302.73)	12,763.03	140,065.76	(107.58)%
Total Liabilities and Equity	2,791,848.52	2,764,911.55	(26,936.97)	-0.97%

Capital Reserve Fund
 Farmington Community Library
 Revenue and Expenditure Report
 As of August 31, 2023

Revenue			
889300 - Interest	50,257.27	12,763.03	
Total Revenue	50,257.27	12,763.03	
Transfers			
699000 - Transfer In	21,515.00	0.00	
995000 - Transfer Out	240,075.00	0.00	
Total Transfers	(218,560.00)	0.00	
Total Revenue in Excess of Expenses	(168,302.73)	12,763.03	

Year Ending	Year To Date
08/31/2023	08/31/2023
END BALANCE	YTD BALANCE
50,257.27	12,763.03
21,515.00	0.00
240,075.00	0.00
(218,560.00)	12,763.03
(168,302.73)	

Farmington Community Library
 Investment Report
 Month Ending July 31, 2023

Account Name	Balance	Current Rate	Current Month Interest	Current Month Gain/Loss on Investment	YTD Interest Income & Capital Gain on Investment (by Calendar Year)	Investment Type	GL Acct
Connecticut College Library - Various	8,507,314.61	2.22%	71,941.74	1,814.83	288,822.02	Money Market	017000
Special Library Endowment	9,422,824.76	N/A			218,037.72		017000
	<u>17,930,139.37</u>				<u>506,859.74</u>		

Director's Report

August 2023

Patron Comments

Included in your Board packet.

Food Truck Tuesdays

Our last event is September 26 with House of Mac. Enjoy great food and learn about all the fantastic resources the community has to offer. This month we will feature the YMCA, The Hawk, and MI Department of Health and Human Services.

MBM Letter of Cancellation

Pat submitted a cancellation notice to MBM on August 21, 2023. The notice stated our intent to cancel the Ensure-IT Managed CM Security Services Agreement. Thirty days' notice was required, contract ends on November 4, 2023.

Staff Announcements

Donald Wrench has submitted his letter of resignation effective September 8, 2023. He has agreed to stay as a Temporary Employee to finish out projects and help transition a new Facilities Manager. Emma DeCenso has also submitted her letter of resignation effective September 10, 2023. Emma is joining the Novi Public Library as the Community Engagement Librarian. Crystal Corcoran has been promoted to Head of Adult Services. Crystal was the Assistant Head of Adult Services.

LSTA Improving Access to Information Grant Award

FCL received a grant award in the amount of \$23,787. This grant is to improve access to programs or services for individuals with disabilities or limited functional literacy or information skills. The items purchased through this grant be used in outreach visits to senior facilities and Corwell Health. The mobility scooters will be housed in circulation at each location. Other items include Dementia Activity Kits (Puzzle Cubes, Pattern Blocks and Boards, Matching Boards, etc.), Health and Fitness Kits (Kettlebells), etc.

OPEB Actuarial Valuation June 30, 2023

We received a draft of the June 30, 2023 Actuarial Valuation. Due to the reduction in healthcare costs for retirees and the fact that it is a closed plan – meaning no other employees can participate – the library's total OPEB Liability has decreased significantly.

Library Card Contest

Patrons will have a chance to submit their own original designs all throughout September with our

Library Card Design Contest! Staff can submit designs as well. You can read the contest guidelines, entry requirements, and submission details here: <https://farmlib.org/card-contest/>.

Library Card Sign Up

September is Library Card Sign Up Month! We have two new designs of library cards – one with the new logo, and one designed by Sona. During the month of September, we will be doing weekly drawings from the list of new library card holders who signed up during Sept. 1-30. There will be ten winners. Each winner will receive one of the beach wash tote bags in peacock and a coupon for one free item from the Friends book sale. This coupon can be used now through the end of October and can also be redeemed at the Friend's October book sale being held in the Auditorium. Patrons who sign up will automatically be entered.

FCL Swag Store

The FCL Swag store is now available online for patrons to purchase Library Swag. The website is here <https://farmlib.org/about-us/fcl-store/>

Pregnant Workers Fairness Act

As of June 27, 2023, workplace accommodations for pregnant people are finally law as the Pregnant Workers Fairness Act takes effect. The law, which passed in December, requires that employers provide accommodations for pregnancy-related medical conditions, everything from pregnancy to childbirth to postpartum recovery. It undoes a previous requirement that said employees must prove they should be accommodated. With the help of legal counsel, we added a statement to the employee handbook to acknowledge FCL is following the new law.

Submitted by

Kelley Siegrist
Library Director

Farmington Community Library Output Statistics - August 2023

Circulation Services	Aug 2023	Aug 2022	Change	This YTD	Last YTD	Change
Liberty Street	20,821	15,876	4,945	43,785	37,267	6,518
12 Mile	48,206	48,654	(448)	99,682	97,672	2,010
eBooks	14,258	11,493	2,765	28,609	22,669	5,940
Total Circulation	83,285	76,023	7,262	172,076	157,608	14,468
Self-Service Components of Total Library Circulation:						
Circulation via Website	896	907	(11)	1,582	1,762	(180)
Circulation via Self Check	19,711	20,887	(1,176)	42,626	41,863	763
Self-Service % of Total Circs	24.74%	28.67%	-3.92%	25.69%	27.68%	-1.99%
Door Counters	Aug 2023	Aug 2022	Change	This YTD	Last YTD	Change
Liberty Street	8,655	7,184	1,471	17,452	14,547	2,905
12 Mile	18,934	18,220	714	40,317	35,065	5,252
Total Library Visitors	27,589	25,404	2,185	57,769	49,612	8,157

Information Services	Aug 2023	Aug 2022	Change	This YTD	Last YTD	Change
Online Chat	13	75	(62)	37	99	(62)
eMail	186	518	(332)	597	811	(214)
Liberty Street Phone	339	1,068	(729)	818	1,953	(1,135)
Liberty Street In-Person	2,025	4,903	(2,878)	7,594	9,317	(1,723)
Liberty Street Total	2,364	5,971	(3,607)	8,412	11,270	(2,858)
12 Mile Phone	685	1,278	(593)	1,562	2,377	(815)
12 Mile In-Person	5,829	5,952	(123)	11,395	9,046	2,349
12 Mile Total	6,514	7,230	(716)	12,957	11,423	1,534
Total Library Use	9,077	13,794	(4,717)	22,003	23,603	(1,600)

Electronic Services	Aug 2023	Aug 2022	Change	This YTD	Last YTD	Change
PC and Wireless Logins:						
Liberty Street Public Computers	1,367	1,662	(295)	2,833	2,890	(57)
12 Mile Public Computers	1,907	1,987	(80)	3,947	3,691	256
Public Computer Total	3,274	3,649	(375)	6,780	6,581	199
Liberty Street Wireless	1,499	12,465	(10,966)	3,250	23,213	(19,963)
12 Mile Wireless	2,332	35,615	(33,283)	4,792	65,681	(60,889)
Wireless Total	3,831	48,080	(44,249)	8,042	88,894	(80,852)
Total Computer Use	7,105	51,729	(44,624)	14,822	95,475	(80,653)
Web Pages Viewed:						
Adult, Teen & Children's Pages	47,438	75,702	(28,264)	100,165	233,411	(133,246)
Catalog Searches	60,841	45,891	14,950	115,506	104,356	11,150
Total Web Pages Viewed	108,279	121,593	(13,314)	215,671	337,767	(122,096)

Programs	Aug 2023	Aug 2022	Change	This YTD	Last YTD	Change
Programs	74	37	37	167	94	73
Attendance	1,963	1,734	229	5,371	3,768	1,603

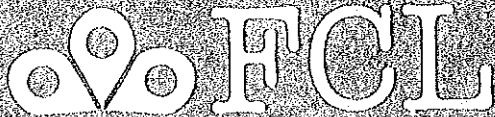
FCL experienced phone and wifi outages from 8/24-8/29.



Suggestion:

You could have signs more clearly posted near the entrance for people who don't know where major sections are, e.g. nonfiction, adult fiction, YA, etc.

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!



How are we doing?

NAME: _____

DATE: _____

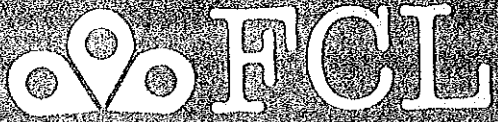
ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Please do not buy any books - I will decide what to read. This is a personal decision for me & staff.

Turn over to leave a suggestion for Library staff.



How are we doing?

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Patrick H. - WAS WONDERFUL, Really helpful - ARM Keeper!!

Turn over to leave a suggestion for Library staff.



Suggestion:

Please consider revamping the summer reading program. I wish there were more books to read. I would love to see a list of books that would be great to read. I would love to have more books to read.

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!



**How are
we doing?**

NAME: _____

DATE: _____

ADDRESS _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Turn over to leave a suggestion for Library staff.

Hi — is there a way the library could offer rentals for CD players? I don't have a way to play your collections w/ my boys w/o compromising our phones. ☹️

THANKS —

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!



**How are
we doing?**

NAME: _____

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

It place that we can learn.
And a nice place.

Turn over to leave a suggestion for Library staff.



Suggestion:

Best Library in Michigan!

Thank you!!

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!



Suggestion:

pretty good, but taking out the toys in the kids section we had all the books put back together other than that Mrs. Rebecca and Mr. Jenny all really enjoyed this

Thank you,
Mrs. Rebecca

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!



How are we doing?

NAME: I love it here

DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

What made your Library visit special?

Turn over to leave a suggestion for Library staff.



Suggestion:

more teens up here is
moves

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!